

Notices

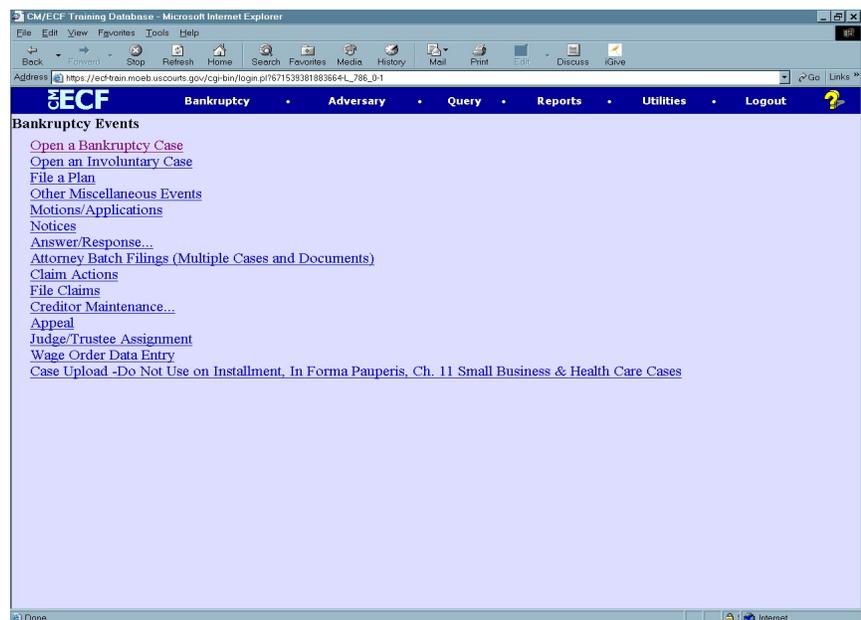
This procedure explains how to docket notices. The example illustrated is a Notice of Hearing for Motion for Relief from Stay.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



- ◆ Click the Notices hyperlink.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

STEP 3 The **CASE NUMBER** screen displays.
(See Figure 3)

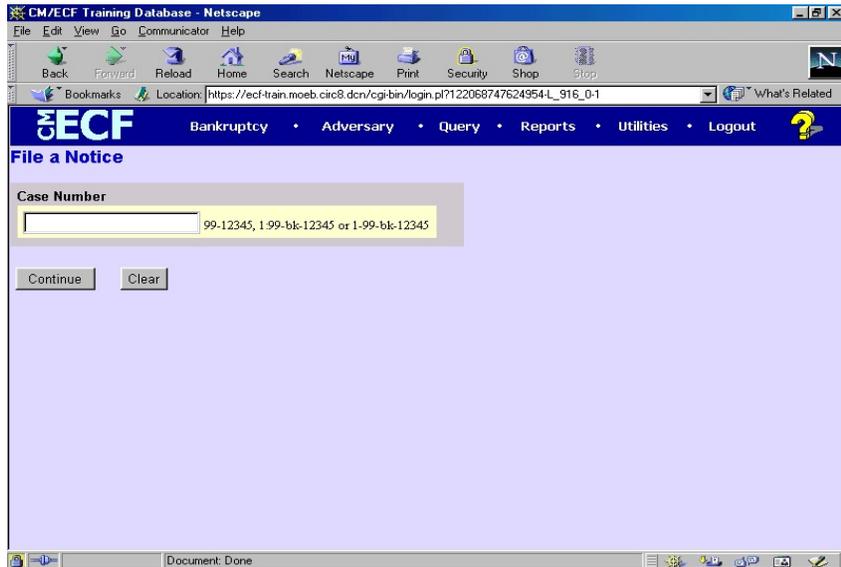


Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Continue]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **NOTICE EVENTS** screen displays next.
(See Figure 4)

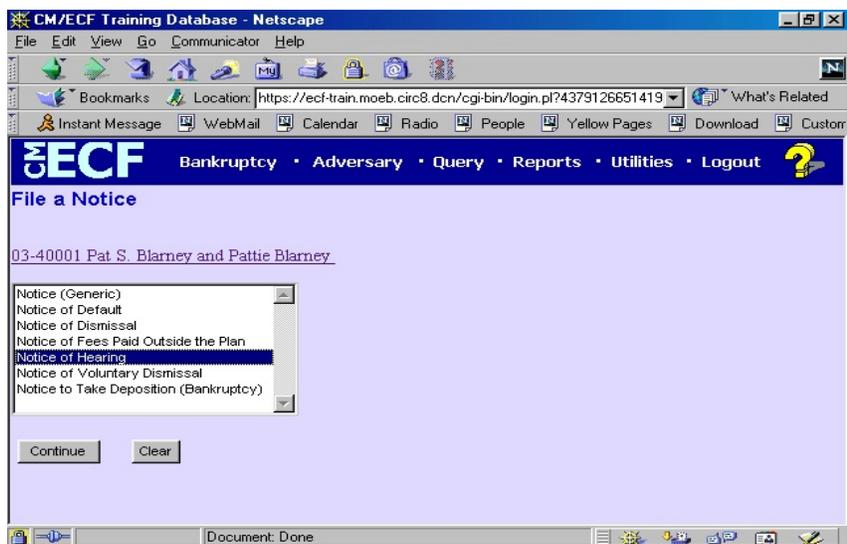


Figure 4

- ◆ Click to highlight the appropriate Notice you want to file. If the specific Notice is not listed then select Notice (Generic).
- ◆ Click **[Continue]**.

STEP 5 The **JOINT FILING** screen displays.
(See Figure 5)

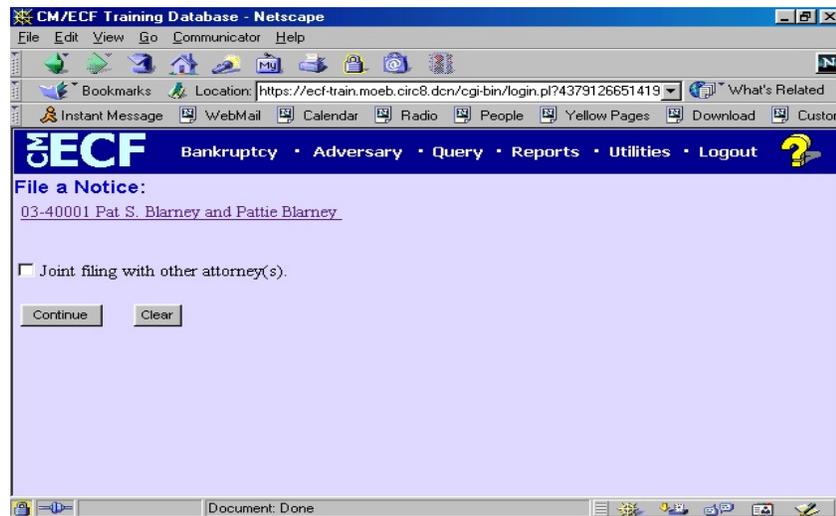


Figure 5

- ◆ This screen is only used if another attorney is joining in a filing. Do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Continue]** you would be presented with a pick list of attorneys on the case to select as joint filers.
- ◆ Click **[Continue]**.

STEP 6 The **SELECT PARTY** screen displays.
(See Figure 6)

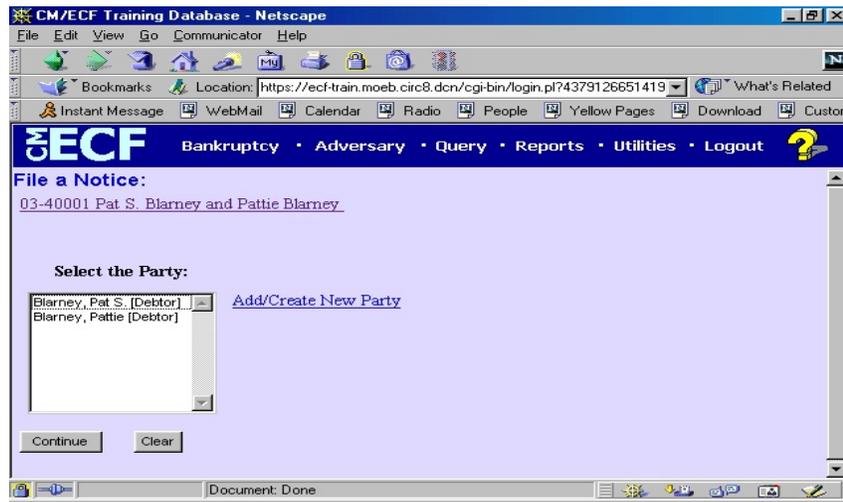


Figure 6

- ◆ Highlight the party filing the Notice.
- ◆ Click **[Continue]**.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 7a)

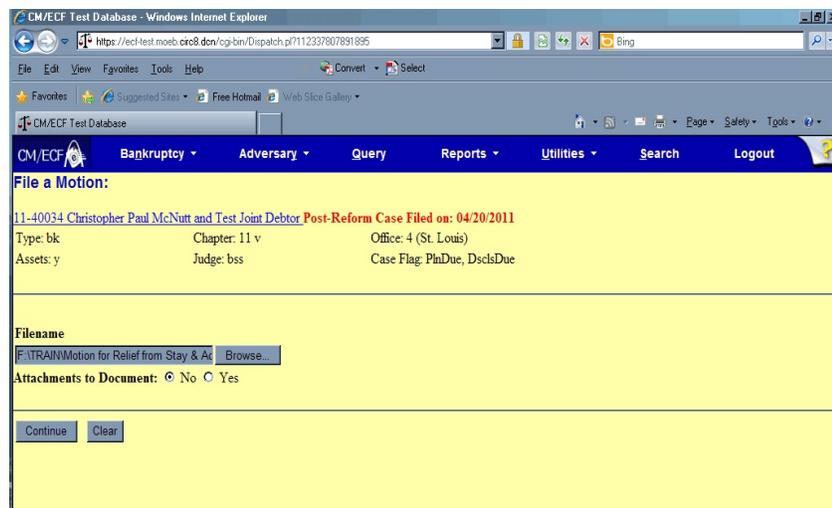


Figure 7a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All files (*.*)**

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

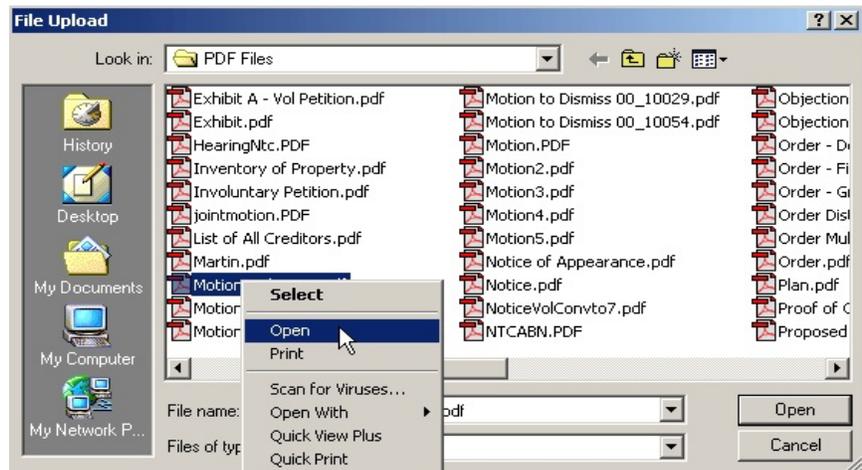


Figure 7b

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 7c.)

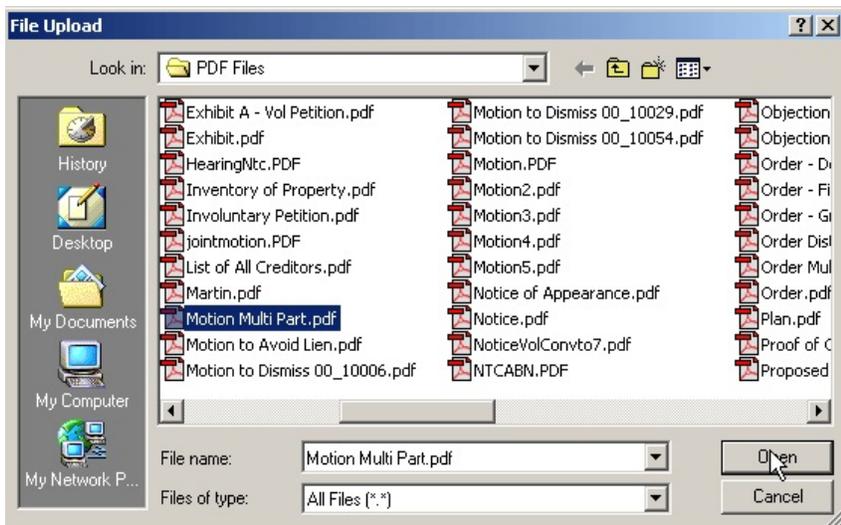


Figure 7c

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click [**Continue**]. (See Figure 7a.)

STEP 8 The **HEARING INFORMATION** screen appears.
(See Figure 8)

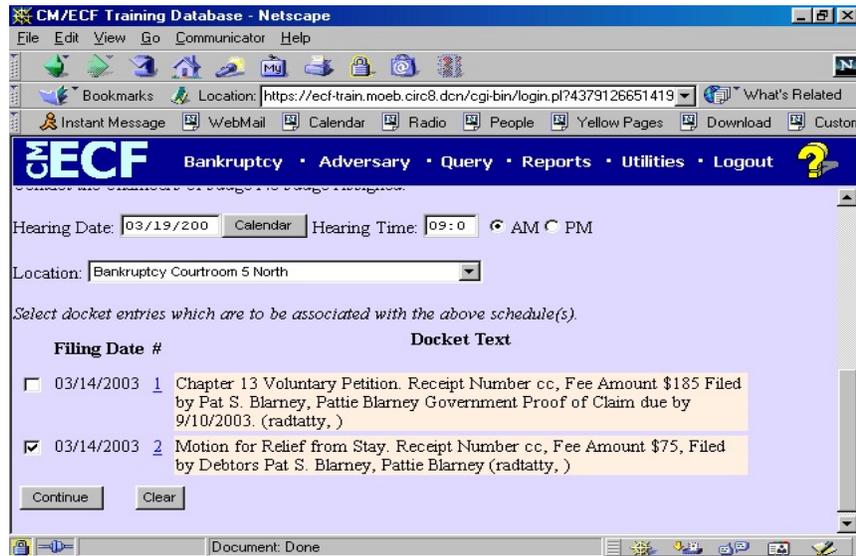


Figure 8

- ◆ To set the hearing:
 - Enter the date for the hearing in mm/dd/yyyy or mm/dd/yy format.
 - Enter the hearing time in hh:mm format, indicating **AM** or **PM**.
 - Click on the down arrow ▼ in the **Location** drop down box and select the correct hearing location.

NOTE: All Judges' hearing dates can be retrieved from the Courts website at www.moeb.uscourts.gov or by contacting the appropriate Courtroom Deputy.

- ◆ Next, link the hearing to the correct event (for this exercise, **Motion for Relief from Stay**) by placing a check mark in the square next to the event.
- ◆ This step ensures that the Monthly and Daily CM/ECF calendars will then display the correct matter under consideration.
- ◆ Click [**Continue**].

STEP 9 The **MODIFY DOCKET TEXT** screen appears.
(See Figure 9)

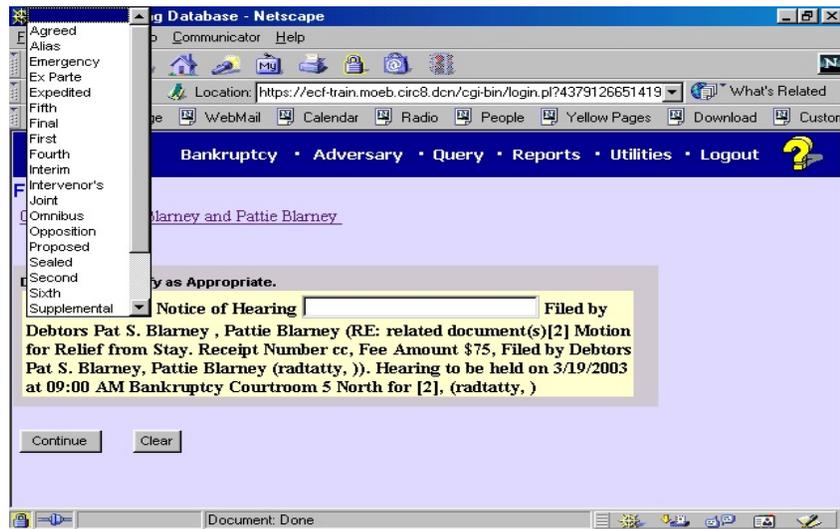


Figure 9

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ In either or both of the text boxes, add additional text for the notices you are filing.
- ◆ Click **[Continue]**.

STEP 10 The **FINAL DOCKET TEXT** screen displays.
(See Figure 10)

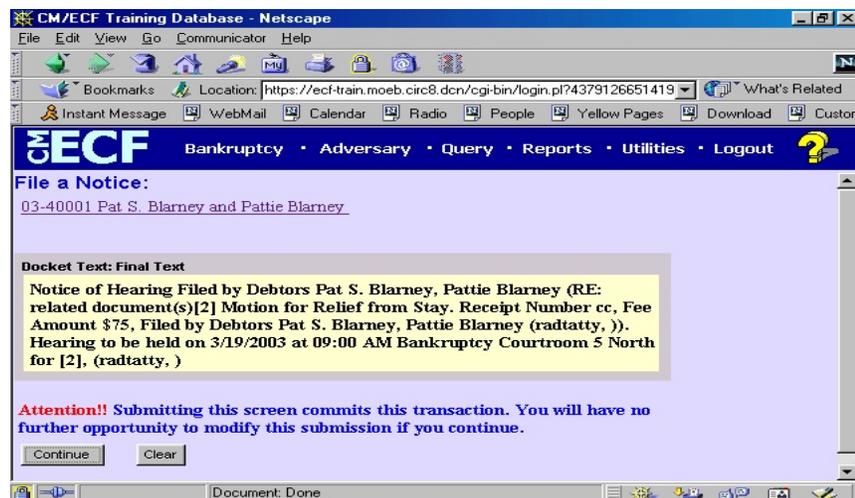


Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Continue]**.

- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 11)

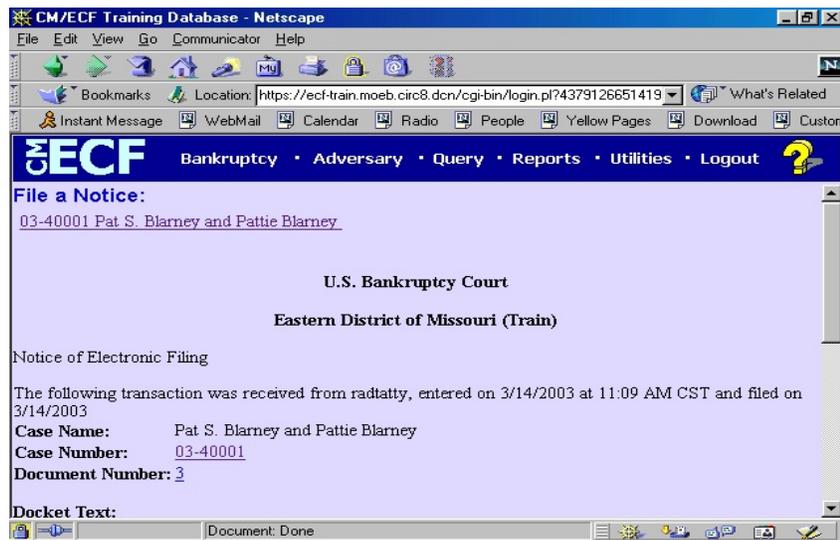


Figure 11

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number will present the PACER login screen.
- ◆ To print a copy of this receipt, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.